



Dual Credit Partnership Memorandum of Understanding Academic Years: 2021-2022 & 2022 -2023

This Memorandum of Understanding (MOU) establishes the requirements under which high school students from Saint Jo ISD may be allowed to enroll in college-level courses at North Central Texas College and receive college credit and high school credit simultaneously.

Philosophy

North Central Texas College offers collegiate level courses for simultaneous college and high school credit for eligible students in its college service area. NCTC promotes access to academic and workforce education courses while ensuring that the content of the courses and the expectations for student performance are truly of a collegiate nature. In areas of transcription, credit, application, or content, Dual-credit courses are not differentiated from other college-level courses.

Student Eligibility

- A. Saint Jo High School students should meet and maintain all academic and behavioral requirements and who are recommended by the high school principal/counselor are eligible to enroll in dual-credit courses.
- B. Demonstration of Academic Eligibility:
Students are required to be assessed and college ready for reading, writing, and mathematics skills prior to enrollment based on THECB requirements.
- C. Home school and private school students are eligible to enroll under dual credit provisions. These students shall meet the same standards and eligibility requirements as public-school students.
- D. A high school student is eligible to enroll in workforce education dual credit courses if the student demonstrates that he or she has achieved the eligibility requirements.
- E. To be eligible for dual-credit courses, high school students are required to have a minimum high school grade point average (GPA) equivalent of "C" or higher as certified by the high school principal or counselor. High schools may set a higher standard.
- F. To remain eligible, students must complete each course with minimum grade of "C"
 - a. If a student fails to make a "C" or higher in each course attempted, they will not be permitted to register for one long semester. The student will be eligible to reenroll after a break of enrollment for one long semester and after gaining approval through their high school counselor. Summer I and Summer II constitute a long semester.
- G. To be eligible for dual-credit courses, high school students must exhibit the maturity and social behavior control necessary to be engaged in relevant course content conversations. Students with prior disciplinary or attendance problems, as defined by The Texas Education Code, Section 25.92 Minimum Attendance for Class Credit, are not eligible to enroll in college classes.

Dual Credit Loads

- A. High school students may enroll in the number of classes appropriate to their needs with an institutional upper limit of 18 hours per long semester without appropriate approval according to NCTC's student handbook. A load of 12 hours per long semester should be considered advanced by most metrics for Dual Credit students.

Admission Requirements

- A. Students must submit the following to NCTC for admission:
 - a. Application for admission
 - b. Current high school/college transcript
 - c. Official test scores
 - d. Bacterial Meningitis for face to face courses at NCTC.
 - e. Dual Credit Registration Form

Withdraw Policies

- A. If a student wishes to withdraw from a Dual Credit course, they must first discuss the matter with their high school counselor. It is the high school's responsibility to place the student in an alternative high school course to ensure necessary credits for high school graduation.
- B. Dual Credit students are exempt from Senate Bill1231 that limits the number of withdrawals of college students to 6 total courses during their undergraduate career.
- C. It is the student's responsibility to submit an official withdrawal form to the NCTC Admission/Registrar's office by the published deadline.

Transcripts and Grades

- A. Students taking dual credit courses on the NCTC campus or online are responsible for requesting an official transcript from NCTC to be sent to the high school in order to ensure accuracy of transcript grade and high school grade.
- B. NCTC is responsible for maintaining a dual credit student's college transcript. All courses will be identified on the college transcript as college-level course.
- C. The local ISD is responsible for maintaining the student's high school transcript.
- D. If a student wishes to appeal a grade, they must follow the NCTC grade appeal/change of grade policy as published in the current NCTC Student Handbook.

Costs

- A. Students enrolling in dual-credit courses must pay all tuition and fees according to the tuition and fee payment schedule established by North Central Texas College for the academic year.
- B. Failing to make payment may result in course being dropped and additional fees assessed for reinstatement. Students are not guaranteed reinstatement.
- C. All dual-credit students are responsible for purchasing their own textbooks and other required course materials.
- D. Students who qualify for Free or Reduced Lunch Program at the high school may be eligible for tuition and fee waivers at NCTC for up to two courses (or up to 6 semester credit hours). Written verification will be required each school year.
- E. Any Dual Credit student, including these who qualify for Free and Reduced Lunch tuition waiver, exceeding the initial six semester credit hours will be subject to the regular tuition rates based on residency.

Provision of NCTC Services

Faculty

- A. Instructors shall submit employment applications and official transcripts to NCTC instructional deans prior to employment.
- B. Instructors shall be evaluated in the same manner as other regular NCTC faculty, including classroom visitation by NCTC supervisors.
- C. Instructors shall be paid at the NCTC faculty rate and are expected to meet the same work requirements as those of all NCTC adjunct faculty.
- D. Instructors will meet the minimum requirements specified by the Commission on Colleges of the Southern Association of Colleges and Schools – Commission on Colleges.
- E. It is the policy and practice at NCTC to ensure that all faculty possess the appropriate academic preparation, training, and experience to teach in a community college setting. All faculty at NCTC will meet or exceed the minimum credentialing requirements of accrediting bodies and state agencies. This policy applies to all full-time and adjunct faculty on all campuses and in all learning environments (e.g. on-line, face-to-face, off-campus, etc.).
 - a. If questions arise in areas of credentialing, please consult NCTC's Provost for clarification. A district may want to contact NCTC for clarification on qualifications prior to making offers to ISD faculty members to determine if the ISD faculty member meets SACS credentialing standards.
 - b. Faculty members employed on a full-time basis with the school district who teach a dual credit course under this MOU inside or outside of their regular duty hours with the school district are considered employees of NCTC for the purposes of the dual credit course. As employees of NCTC, such faculty

- B. Dual credit classes will follow the NCTC academic calendar. If the school calendar is different from that of NCTC, the ISD will ensure that classroom and facilities are available or other arrangements are made for the scheduled college class.
 - a. The local high school Board of Trustees will:
 - a. Certify that each course offered for dual-credit meets the Texas Essential Knowledge and Skills (TEKS) requirements of a high school course for graduation, as specified by the Texas Education Agency.
 - b. **The ISD superintendent will:**
 - a. **Submit Addendum 1**, a list of the approved crosswalk of courses and high school equivalent/credit for the current school year. For science laboratory courses, an additional addendum regarding laboratory facilities, materials, resources, and laboratory fees must be included.
 - b. **Submit Addendum 2-?**, a list of dual credit services and/or MOUs in effect between the ISD and other institutions of higher education in full disclosure.

Eligible Courses and Course Materials

- A. Courses offered for dual-credit must be identified by NCTC as core academic courses, field of study, or foreign language course, or workforce education course leading to a workforce certificate program.
- B. All dual-credit course instruction and materials, including NCTC-approved textbooks, must be identical to that used for the same courses taught on NCTC campuses.

Funding

- A. State funding for dual-credit courses will be available to both the ISD and NCTC based upon the current agreement between the Commissioner of Education and the Commissioner of Higher Education.

University Interscholastic League (UIL) Eligibility

- A. NCTC assumes no responsibility for loss of eligibility for high school students enrolled under this program to participate.

Addendum

- A. This MOU may be amended through addendum as indicated below signatures and is considered mutually agreed upon if provided before signatures.
- B. Check Below:


This MOU does have a provided addendum. Those documents include:

- 1) High School Crosswalk
- 2) _____
- 3) _____

Signed:

Dr. Bruce King
 Dr. Bruce King
 Interim Provost
 North Central Texas College

2 / 22 / 2021
 Date

 2 / 24 / 2021
 Superintendent Date